

**FIRE TRAINING OFFICER
STUDY GUIDE**

A written examination for the class of **FIRE TRAINING OFFICER** to be administered in **SHREVEPORT** on **October 20, 2009**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for implementing an effective training program, including serving as an instructor.	17.0%
FIREGROUND OPERATION Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, forcible entry, salvage, ventilation, rescue, and fire attack.	24.0%
WATER SUPPLY AND PUMP OPERATIONS Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of water supplies; sprinklers and standpipes, fire streams, hydraulics, pump operations; and the driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.	12.0%
TOOLS AND EQUIPMENT Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, hoses, ladders, extinguishers, and fire fighting apparatus tools and equipment.	12.0%
MEDICAL PROCEDURES AT THE EMERGENCY SCENE Knowledge of first aid practices and procedures, including CPR sufficient to train departmental employees to perform these duties at the scene of an emergency.	6.0%
SAFETY Knowledge of the procedures to eliminate hazards or to minimize risk and prevent accidents and injuries in the performance of fire department tasks in order to train department employees in this area.	6.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-keeping practices, including preparation and content; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports or official correspondence.	9.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline over subordinates participating in a training program.	8.0%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the public.	6.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting, 4th ed., 1998.
Fire and Emergency Services Instructor, 7th ed., 2006.
Pumping Apparatus Driver/Operator, 2nd ed., 2006.
Fire Hose Practices, 8th ed., 2004.
Fire Service First Responder, 1st ed., 2000.
Fireground Support Operations, 1st ed., 2002.
Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE COMMAND, Brunacini, Alan V., NFPA, 2nd ed., 2002.

SECONDARY REFERENCE MATERIAL

OTHER RECOMMENDED PUBLICATIONS:

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

COMMUNITY FIRST AID & SAFETY, Prepared by: The American National Red Cross, StayWell, 1100 Grundy Lane, San Bruno, CA 94066, 2002.

BUSINESS COMMUNICATION, Ruch, William V. and Crawford, Maurice L., Macmillan Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.